



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
e-mail: state.procurement.office@hawaii.gov
<http://hawaii.gov/spo>

August 20, 2014

PROCUREMENT CIRCULAR NO. 2014 -11

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads (excluding Department of Education, University of Hawaii
and Hawaii Health Systems Corporation)
Hawaii State Public Library System, State Librarian

Chief Procurement Officers:
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker of the House of Representatives
Office of Hawaiian Affairs, Chairperson of the Board

ATTENTION: Administrative Services Officers

FROM: Sarah Allen 

SUBJECT: Annual Inventory Report of Property – Accountability of State-Owned Property
Pursuant to HRS §103D-1206

Enclosed are two sets of the *Annual Inventory Report of Property* MDB Report 020 as of June 30 of the previous fiscal year. This printout and the new maintenance control numbers are to be used when processing all transactions on the *Detail Inventory of Property* SPO-017A for the four quarters of the new fiscal year.

This printout represents your fiscal year-end inventory balance, therefore shall be used as the source document in preparing your previous fiscal year, *Annual Summary of Inventories Report* SPO-017B. The most updated forms are available on the SPO homepage at <http://spo.hawaii.gov>. Submit the annual inventory report and all of its required attachments to the Inventory Management Office via email to inventory.management.office@hawaii.gov by September 15 of the current year.

Submission Requirements

1. The latest version of *Annual Summary of Inventories Report* SPO-17B. For instructions refer to Chapter 10, *Inventory System User Manual* - April 2003.
2. The latest version of *Property Custodian Delegation of Authority* SPO-017BTrans (if applicable).

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3. Adjustments on this form are limited to fourth quarter error or rejected transaction that is \$5,000 or greater. Should there be adjustments, submit the *Detail Inventory of Property SPO-017A* with the "Quarter Ended" date of September 30 of the current year. The maintenance control numbers used must be from the new series reflected on the enclosed MDB Report 020.
4. A copy of the page(s), MDB Report 020, which contains the year-end dollar values, entered on SPO-017B.

Agencies are also required to maintain records to account for supplies as prescribed in the HAR §3-130-5.

HRS §103D-1206 prescribes that the Chief Procurement Officers, executive department heads, and all other persons having custody of state owned property submit an annual inventory report to the Administrator of the State Procurement Office by September 15 of each year. HRS §§103D-1209 and 1210 impose penalties for failure to submit a report.

Your staff may call Inventory Management Office at 586-0574 if they have any questions.

Enclosure: MDB Report 020